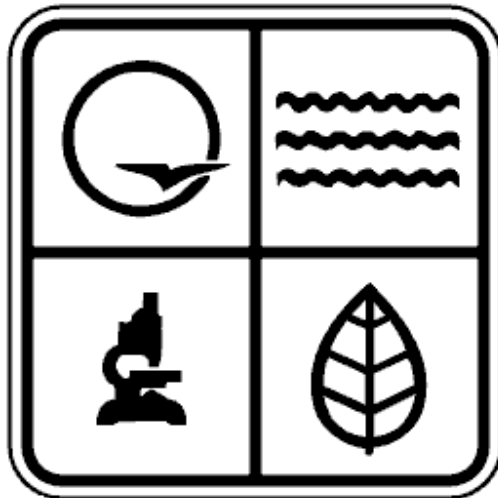


Missouri Heritage Properties Program  
Round 5

# Grant Application

**Deadline for Submittal, 5:00 p.m., Friday,  
September 11, 2015**



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
STATE HISTORIC PRESERVATION OFFICE  
P.O. BOX 176  
JEFFERSON CITY, MISSOURI 65102

# Missouri Heritage Properties Program

## 2015--Round 5 Grant Application Instructions

### Introduction:

The Department of Natural Resources is pleased to announce Round 5 of the **Missouri Heritage Properties Program**, a grant program established to assist in the preservation of historic buildings in public, governmental ownership.

As in earlier rounds, priority will be given to projects assisting in the preservation of historic county courthouses. The program provides a financial incentive for the preservation of important National Register listed properties that currently cannot benefit from other assistance programs such as the state and federal tax credits. Buildings selected should still be used primarily for their historic purpose i.e. county government functions. Courthouse buildings currently used as museum properties and community buildings would not qualify.

Please note that obligations of the State in this program are subject to annual legislative appropriation. This year the department expects to award approximately \$326,000 in grant funds.

### How to Apply:

Please submit three copies of the completed application and supporting documents to our office. A complete application is an application that is signed and dated with all blanks filled in completely and correctly. Applicants may use the actual application form supplied by the State Historic Preservation Office (SHPO) or a form produced by the applicant so long as it presents all of the required information in the same manner and sequence.

**The application deadline is 5:00 p.m. Wednesday, SEPTEMBER 11, 2015.** Applications postmarked or delivered after that time WILL NOT BE CONSIDERED.

#### Mailing address:

**Missouri Department of Natural Resources  
Missouri State Parks  
P.O. Box 176  
Jefferson City, Missouri 65102  
Attn: Rebecca Rost**

#### Street Address:

**Missouri Department of Natural Resources  
Missouri State Parks  
1659 East Elm Street  
Jefferson City, Missouri 65101  
Attn: Rebecca Rost**

### Eligible Applicants:

For Round 5 projects, **only governmental entities** may apply for grants.

### Project Eligibility:

Grants may be used to preserve, restore, rehabilitate, repair, or stabilize historic publicly owned buildings. Grants may be used for either construction or pre-construction planning activities. **Generally construction grant awards will not exceed \$100,000.00 per project. Planning grant awards will not exceed \$25,000.00 per project.** Eligible activities must be carried out in accordance with the Secretary of the Interior's "Standards for Rehabilitation". These grants are **not** intended for general maintenance projects.

**Eligible buildings must be listed in the National Register of Historic Places either individually or as a contributing building in a National Register Historic District. Information on National Register status can be obtained by contacting the SHPO.**

A qualified 36 CFR 61 architect is required for all construction or pre-construction projects unless waived by the SHPO.

**Pre-construction planning** activities include the development of Building Master Plans, Preservation Plans, Feasibility Studies, or Structural Analysis. Information to be included in a Building Master Plan can be obtained by contacting the SHPO. In future rounds, priority will be given to projects for which there is an existing Preservation Plan in place.

Eligible **Construction** activities include, but are not limited, to the following:

- Repair and/or replacement of roofing materials.
- Repair and/or replication of original windows.
- Repair and/or replication of original exterior siding material.
- Removal of artificial siding (vinyl, metal, asbestos plate).
- Repair of foundation and/or masonry problems.
- Repair or replication of significant **exterior** architectural elements such as missing or severely dilapidated columns, turrets, cupolas, domes, or clock towers.
- Exterior painting (if existing paint has failed).
- Exterior cleaning.
- Repair of integral guttering systems.
- Repair of structural elements such as floor joists, ceiling joists, rafters, foundations, rotted floors, load-bearing walls, trusses, metal columns or beams.
- Removal of asbestos or lead paint.
- Repair, restoration, or replication of missing or deteriorated original interior features considered significant to the National Register eligibility of the property, such as: decorative plaster work, murals, stencils, faux finishes, decorative painting, carved/decorative moldings and trim, wood paneling, fireplace mantels, staircases, stained-glass windows/skylights, parquet flooring and repair of mechanical, plumbing and electrical systems if the existing systems jeopardize the historic property.

## Ineligible Activities

Among the activities that would **not** qualify for these grants are the following:

- New construction.
- Pavement, parking lots, roads or walkways.
- Furnishings, draperies or carpeting.
- Interpretive or curation expenses.
- Routine maintenance costs.

Grants **cannot** be used to reimburse expenses for work done outside the grant period specified in the grant agreement.

## Matching Share

In order to demonstrate a local commitment to the preservation of the historic resource, a matching share is required.

Typically **the applicant will be required to provide 30% of the total project cost either as a cash expenditure or through in-kind expenditures**. The Department reserves the right to waive the matching share requirement in the case of extraordinary significance of the historic resource or in an emergency situation.

### Round 5 Priorities:

- Round 5 projects will aimed at assisting in the preservation of Missouri's historic courthouses.
- Highest priority is assigned to projects mitigating a threat to a structure's integrity and survival.

The following factors will be considered in evaluating grant proposals:

#### Building Criteria

- Historic Designation.
- Age.
- Architectural Style.
- Significance.
- Endangerment.
- Architectural Integrity.

#### **Project-Based Criteria**

- Current usage and future use of the resource.
- Removal of inappropriate alterations.
- Existence of a building master plan.
- Degree of threats addressed by project.
- Identified local resources and support and percentage of local match.
- Awards will attempt to provide a reasonable geographic distribution of projects throughout the state.
- The department will strive for distribution of available funds to the maximum number of applicants possible.

### **Completing the Application**

The grant application must be signed and completed in its entirety and in accordance with these instructions. The applicant should check each item below to indicate that all required information is understood. IF ALL OF THE INFORMATION IS NOT SUBMITTED, THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE REVIEWED. The original application **plus two** additional copies, one hard copy set of color photographs that are clearly labeled, and one set of color digital images labelled and on a CD must be delivered to the State Historic Preservation Office or postmarked by the deadline. No faxed, e-mailed, or incomplete applications will be accepted. A completed grant application will consist of the following basic items:

#### **Part I. PROJECT SUMMARY, APPLICANT DATA**

#### **Part II. PRODUCT PROPOSAL**

#### **Part III. PROJECT BUDGET**

#### **Part IV. APPLICANT CERTIFICATIONS**

As indicated in the instructions below, additional information or materials may also be required. This information should be attached to the application.

#### **PART I. PROJECT SUMMARY, APPLICANT DATA**

##### **PROJECT SUMMARY**

- **Property/Project Name:** Identify the city and the county in which the property is located.
- **Documentation for legal description:** Attach to the application a copy of the legal description for the courthouse along with the deed or other evidence of ownership.
- **Project Cost:** Enter the dollar amounts for the project costs including federal share, local share, and total project costs. These figures should correspond to figures in the Project Budget (Part IV). However, in cases of extreme need, exceptions may be made.
- **Proposed Work Summary:** In the space provided, briefly summarize the proposed work to be done as part of the grant. (For example: "The purpose of this project is to develop a preservation plan for the Missouri County Courthouse, a National Register listed building located in Missouri, Missouri.")

##### **APPLICANT DATA**

- **Project Sponsor/Applicant:** Enter the name and address of the applicant. The receiving official is the person authorized to officially accept the grant (e.g., the Presiding Commissioner or County Clerk).
- **Contact Person/Project Manager:** The Contact Person/Project Manager is the individual most familiar with the application and project. Please include the name, address, phone number and email address of the contact person/project manager.
- **Legislative Contacts:** Since legislative representatives will be notified of all grant awards, the applicant must provide names of all state representatives and senators for the proposed project area.

## PART II. PRODUCT PROPOSAL

- **Property Information:** Check whether the property is individually listed in the National Register of Historic Places or contributing to a National Register listed historic district.
- **Project Type:** Check whether the proposed project is a planning/pre-development project or construction activity.
- **Property Condition:** Provide a detailed description of the current condition of the property. Attach photographs that clearly illustrate the current appearance and condition of the property. Attach any other information useful to our understanding of the scope of the proposed project.
- **Endangerment:** Discuss the elements contributing to the endangerment of the property.
- **Project Description/Scope of Work:** For **Construction** projects provide a clear narrative summary of the work to be completed during the project. Explain why the grant funds are needed. (Attach additional sheets, if necessary.) For **Pre-construction** projects, indicate the products that will be produced by the grant (i.e. a structural assessment of the property, feasibility study, historic structures report, etc.) Explain how this preliminary work will assist in subsequent or future plans for its preservation. Outline any timetables for completion of this and/or future phases of the project.

**NOTE:** A qualified 36 CFR 61 architect is required for all construction and planning projects unless waived by the SHPO.

- **Ongoing Building Preservation Efforts:** Document on-going preservation efforts of the historic resource. Discuss on-going maintenance activities and funding strategies to encourage future preservation efforts.

## PART III. PROJECT BUDGET

The grant budget is used to document the anticipated costs for the project and if these costs are part of the local match or to be paid by the grant.

**1. EXPENSES:** List all budget expense items for the proposed project. Indicate the total cost in the right-hand column and the amounts of non-state cash, non-state in-kind and state share for each budget item. For the purpose of the grant, if no money changes hands, the line item is not cash. If a person provides time to a project, the value of the person's time is in-kind. Round off amounts to the nearest dollar. **Preference in scoring will be given to projects with CASH matching share.**

Allowable costs include personnel costs, (salaries and fringe benefits), travel expenses (mileage, lodging, etc.), supplies, contractual services, salaries, equipment use, and rent. A complete list of specific allowable and unallowable costs is available on request from the State Historic Preservation Office.

### 2. SOURCE OF LOCAL SHARE:

Provide the following information, using as many spaces as necessary, to identify all sources of the local share for each product proposal form you are submitting. Attach additional pages if necessary.

**Donor:** Identify the agency, individual, educational institution, or organization providing all or a portion of the local share.

**Source:** Identify the specific budgetary source, pool of funds, or transfer agent within the organization; in some cases the source may be the same as the donor.

**Kind:** Identify the local share as either "cash" or "in-kind". ("In-kind" contributions are non-cash donations such as personnel, or equipment.)

If the share is in-kind personnel, enter the number of hours, hourly rate, and total value (i.e., 40 hrs. @\$15 = \$600).

Salaries and fringe benefits for staff participating in a grant project should be counted as cash. Both equipment and rental services valued as in-kind are inserted in the same manner as donated space. If the share is indirect cost, enter "cash."

**Amount:** Enter the dollar value assigned to the "kind."

**3. LOCAL SHARE GRAND TOTAL:** Add all "amounts" from #1 above and enter the total on this line. This amount must correspond to the non-state share shown on page 1 of the application.

**This total should be equal to or greater than 30% of the total project cost.**

#### **PART IV. APPLICANT CERTIFICATIONS**

As a potential recipient of grant monies, the Applicant must agree to abide by certain terms and conditions. Fill in the first two lines of the Applicant Certifications page with the name of the Applicant as it appears on page 1 of the application. The Applicant's Verifying Authority should read the pages carefully, then sign and date them. **In order to be considered for funding, the application must be signed.**

#### **How Grants Will Be Awarded:**

Projects will be reviewed and evaluated by the SHPO staff to determine how well the application addresses the priorities identified in this packet and based on the technical quality of the application. Completed grant applications must be postmarked or delivered to the State Historic Preservation Office on or before **FRIDAY, SEPTEMBER 11, 2015, by 5:00 p.m.**

The SHPO will review all final applications and make recommendations regarding the allocation of funds among individual projects. Preliminary grant recommendations will be presented to the Missouri Advisory Council on Historic Preservation at their November meeting for a final review. It is anticipated that notification as to whether a project is recommended for funding will be given to applicants in December. If the final project application is accepted, a grant agreement awarding the grant will be executed.

#### **Additional Information:**

Applicants are encouraged to contact the SHPO for assistance in defining the project scope of work and for technical assistance in completing the application. To obtain such assistance, please contact the appropriate staff member as follows:

**Budget development/eligible costs:**

Rebecca Rost	573-751-7958	rebecca.rost@dnr.mo.gov
--------------	--------------	-------------------------

**Technical Assistance on Project Development:**

Elizabeth Watkins	573-526-4241	elizabeth.watkins@dnr.mo.gov
Lance Carlson	573-751-7859	lance.carlson@dnr.mo.gov

#### **Administration and Funding:**

All grant recipients must have a source of local funds or services sufficient to match the requested grant amount. Recipients must also be able to meet deadlines, monitor project work, and have a financial management system which meets federal audit standards.

Missouri Heritage Properties Program matching grants are paid as reimbursements. Recipients must expend the total project cost and then may request reimbursement up to the amount of the grant award. Interim payments may be requested by the grant recipient based on interim progress reports at the discretion of the SHPO. All cost documentation must be submitted to the SHPO at the time reimbursement is requested.

Grant recipients must meet the following special conditions:

1. Sign a grant agreement with the Missouri Department of Natural Resources which contains terms and conditions with which the grant recipient must comply;
2. Maintain proper financial records for audit purposes and submit documentation upon request for reimbursement;
3. Submit progress reports to the SHPO as requested; and
4. Produce an acceptable final report detailing project accomplishments.

The project period will be specified in the grant agreement. All work must be completed within the stated project period, typically 14 months from the date of the signed grant agreement. Extensions will not be granted unless extreme extenuating circumstances

prevail. Work may not proceed until a grant agreement has been signed. Any work undertaken prior to the agreement's execution will be disqualified and ineligible for reimbursement unless there is specific written advance approval from the SHPO. Under all circumstances, no expenditures can be made prior to January 1, 2016.

#### EQUAL OPPORTUNITY

This program receives federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, or disability. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write to:

Director, Equal Opportunity Program  
U. S. Department of the Interior, National Park Service  
P.O. Box 37127  
Washington, D.C. 20013-7127